

OFFICE OF FINANCE FY 1974 PLANNING PAPER
WAS FINALIZED BY PMCD IN FY 1975
(refer to FY 75 file)


MAY 1974

MEMORANDUM FOR: Chief, PMCD/OF

SUBJECT : Adjustment to Office of Finance Staffing
Complement and FY 1974 Planning Paper

1. It is requested that one (1) of the positions numbered 0660 currently located in the Custodial and Disbursing Branch, Monetary Division, be transferred to the Treasury Branch, Monetary Division.
2. Due to a minor functional realignment within the Custodial and Disbursing Branch, the duties of this position are now all associated with Treasury Branch activities.
3. A revised position description is attached.

25X1A



Administrative Officer
Office of Finance

Attachment

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Approved For Release 2001/04/05 : CIA-RDP80-01341A000100090011-9

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POSITION NO. 0660 - [REDACTED]

17 May 1974

1. Nature and Purpose of Work:

A. Introduction:

This position is responsible within the Treasury Branch, Monetary Division, for the maintenance and processing of all covert schedules (SF-1166 Forms), verification of vouchers and recordation of schedule numbers, General Ledger account numbers, etc., on the vouchers prior to the request and issuance of Agency [REDACTED] checks related to payments for commercial vendors, Agent Cashiers, etc..

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B. Duties:

- (1) Assign schedule numbers to all Form 1166 payments vouchers
- (2) Enter schedule and General Ledger account numbers on vouchers.
- (3) Prepare for mailing payments received from C&L Division.
- (4) Verify correctness of schedules and vouchers for certification and approval.
- (5) Verify with C&T Division banking instructions, home addresses, etc.
- (6) Prepare credit union vouchers, insurance vouchers, funding vouchers and other vouchers originating in the Monetary Division.
- (7) Maintain special log for checks issued to an Agency of a payee.
- (8) On a time-available basis, assists Position No. 0306 in typing U. S. Treasury checks and certificates of deposit; prepares work lots by batching payment schedules, proofing, assigning check numbers, key punching, interpreting and listing checks pertaining to lots.

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POSITION NO. 0660 - Continued

- (9) Assists the Chief, Treasury Branch, in conducting routine business with the Treasury Department such as hand carrying deposits to the Treasury, picking up blank Treasury checks to replenish the Agency's inventory.

2. Scope and Effect of Work:

A. Policy, Procedures and Organization:

This position is clerical and is guided by policies and procedures of the Office of Finance, Monetary Division, and in certain instances procedures set forth by Treasury Department. Accuracy in maintaining records, and processing of SF-1166's and vouchers are the primary requisites.

3. Supervision and Guidance:

Chief, Treasury Branch, Monetary Division, Office of Finance.

4. Mental Demands:

The clerk assigned to this position is required to maintain absolute accuracy with respect to preparation and/or completion of vouchers, covert schedule (SF-1166); typing, proofing, and otherwise processing Treasury checks, and must maintain a courteous and polite disposition with the people with whom contact is made.

5. Personal Work Contacts:

Personal contact is frequently made with other Office of Finance components, various B&F offices and Treasury Department personnel.

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21 DEC 1973

MEMORANDUM FOR: Director of Personnel

SUBJECT : Revision to FY 1974 Staffing
Complement - Office of Finance

1. Attached are revised Staffing Complements for the Accounts and Analysis Division, Compensation and Tax Division, and the Assistant Director for Liaison for FY 1974.

2. These revised Staffing Complements reflect adjustments principally to:

a. Consolidate the Accounts Division and Analysis Staff to form the Accounts and Analysis Division; and

b. Upgrade selected positions in the Compensation and Tax Division in recognition of the complexities of Agency payrolling operations.

3. The Analysis Staff has been merged with the Accounts Division in recognition of the fact that systems analysis efforts for the development of enhanced computer applications have reached a stage that makes it prudent to center in one individual the responsibility for both maintaining ongoing systems and improving those systems. The Staffing Complement for the Accounts and Analysis Division provides for no change in the number of positions required. There is a savings of 1 point in the grade structure which has been used to upgrade from GS-14 to GS-15 the second position on the Staffing Complement of the Assistant Director for Liaison. The scope, volume and complexity of liaison activities fully warrant a position structure in which the responsibilities of the number two position justify a GS-15 classification. It should be noted that the number-one position in this activity has been recognized as justifying a GS-16 classification, but no supergrade authorization is available at this time.

4. The Staffing Complement for the Special Operations Branch of the Compensation and Tax Division has been adjusted to transfer four positions to the Automated

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Payroll Operations Branch in recognition of changes in the relative workloads of the two branches. In addition, selected positions in the Automated Payroll Operations Branch have been upgraded by an aggregate of 17 points to recognize increased responsibilities. These changes in responsibility have evolved with the transition to the recently revised automated worldwide pay system of CIA which now covers about 90 percent of all Agency personnel. The responsibilities of this branch clearly require that it be staffed with highly qualified supervisors and a basic core of highly skilled pay technicians to cope with the many complexities of a wide range of differing pay and allowance entitlements on an accurate and timely basis. Mr. [REDACTED] Deputy Director of Finance, and [REDACTED], Compensation and Tax Division, briefed Harold L. Brownman, Deputy Director for Management and Services, on 16 November 1973 on representative problem areas and shortcomings in the present level of payroll administration and highlighted the need to upgrade key positions and otherwise realign payroll processing routines to provide the necessary improvements in overall payrolling operations.

5. The Staffing Complement for the [REDACTED] Branch provides for upgrading four of the seven positions (5 points) in recognition of the substantive responsibilities of those positions in relation to the responsibilities of the Chief, [REDACTED] Branch. We believe there is ample justification in each case for the classification which is recommended.

6. The average grade of the Office of Finance with the proposed upgradings will increase to GS-9.446 from the current GS-9.342. As pointed out in my memorandum to you dated 1 May 1973, slight increases in the average grade of Office of Finance positions are to be expected as adjustments are made to absorb workloads with reduced personnel levels coupled with greater dependency on enhanced computer techniques for major segments of finance activity.

(signed) Thomas B. Yale

Thomas B. Yale
Director of Finance

Distribution:

Orig & 1 - Addressee
1 - O/Director
1 - OF/SS

OF/SS/ [REDACTED] eeh (21 Dec 73)